



**CULTURE AND ARTS COMMISSION  
AGENDA**

**Thursday, July 19, 2018 • 6:30 p.m. • San Bruno City Hall, 567 El Camino Real, Room 115**

**WELCOME TO OUR COMMISSION MEETING**

If you wish to speak on an item under discussion by the Commission and appearing on the agenda, you may do so upon receiving recognition from the Commission Chair. If you wish to speak on a matter not appearing on the agenda, you may do so during PUBLIC COMMENT. Please state your name and address; if you are representing an organization, please state the name of the organization. In compliance with American Disabilities Act, individuals requiring accommodations for this meeting should notify us 48 hours prior to meeting (616-7180).

**Please note: Commission policy allows a maximum of three (3) minutes for individual comments.**

1. **CALL TO ORDER/ROLL CALL:** Chair Pamela Gamble, Vice Chair Pamela Madden, Jeanne George, Bardi Rosman Koodrin, Janet Monaghan, Judith Puccini, Melodie Tobin.
2. **PLEDGE OF ALLEGIANCE:**
3. **REVIEW OF AGENDA:**
4. **ACCEPTANCE OF THE MINUTES:** May 17, 2018
5. **CONSENT CALENDAR:**
6. **PUBLIC COMMENT ON ITEMS NOT ON AGENDA:** (Note: Commission's policy is to refer matters raised in this forum to staff for investigation and/or action where appropriate. State Law, known as the "Brown Act", prohibits Commission from discussing or acting upon any matter that is not on the agenda. Non-agenda issues raised by members of the public or by the Commission may, at the discretion of the Commission, be scheduled for consideration at future meetings.)
7. **UNFINISHED BUSINESS:**
  - a. Traffic Signal Controller Boxes Art Project Discussion of Next Steps
  - b. Movies in the Park Community Voting and Commission Selection of 2018 Movies
  - c. Proposal to Display Art in Storefronts on San Mateo Avenue
8. **NEW BUSINESS:**
9. **ITEMS FROM COMMISSION MEMBERS:**
10. **ITEMS FROM STAFF:**
11. **ADJOURNMENT**

**\*\* POSTED PURSUANT TO LAW \*\***



## **CITY OF SAN BRUNO**

Community Services Department

### **MEETING MINUTES**

#### **Culture and Arts Commission May 17, 2018**

1. **CALL TO ORDER/ROLL CALL:** Chair Gamble called the meeting of the Culture and Arts Commission to order at 6:40 p.m. Commissioners Present: Chair Gamble, Vice Chair Pamela Madden, Jeanne George, Janet Monaghan, and Judith Puccini. Commissioners Excused: Commissioner Melodie Tobin and Commissioner Bardi Rosman Koodrin. Staff Present: Michael Stallings and Tim Wallace.
2. **PLEDGE OF ALLEGIANCE:** Commissioner George led the Pledge of Allegiance.
3. **REVIEW OF AGENDA:** No changes.
4. **ACCEPTANCE OF MINUTES:** MSC Puccini/Monaghan. Accepted unanimously.
5. **CONSENT CALENDAR:** None.
6. **PUBLIC COMMENT:** None.
7. **CONDUCT OF BUSINESS:**
  - a. Selection of Movies in the Park for Community Voting – The Commission reviewed and selected unanimously the following movies for community voting on the City website for Movies in the Park in September:
    1. The Incredibles
    2. Black Panther
    3. Wonder Woman
    4. Maleficent
    5. Mary Poppins
    6. Paddington 2
    7. Remember the Titans
    8. Jumangi – Welcome to the Jungle
    9. Star Wars: The Last Jedi
    10. CocoThe movie votes will be reviewed by the Commission in July.
8. **UNFINISHED BUSINESS:**
  - a. Response to Request for Proposals for Traffic Signal Controller Boxes Art Project – The Commission reviewed proposals for the Traffic Signal Controller Boxes Art

Project. **MSC George/Monaghan** to select Erin Colcord's entry for the Patriotism box titled, "Love, Liberty". Approved unanimously.

- b. Review of Submissions for the Community Art Gallery Program Selection of Artists – The Commission was shown slides of the Community Art Gallery submissions to provides scores on. The score sheets were collected and Superintendent Wallace will report back the final tally during the Commission's June meeting.

9. **ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:** None.

10. **ITEMS FROM STAFF:** None.

11. **ADJOURNMENT:** With no other business to be conducted, **Chair Gamble** adjourned the meeting at 8:10 p.m.

DRAFT



CITY OF SAN BRUNO  
COMMUNITY SERVICES DEPARTMENT

**DATE:** July 19, 2018  
**TO:** Culture and Arts Commission  
**FROM:** Tim Wallace, Community Services Superintendent  
**SUBJECT:** Traffic Signal Controller Boxes Art Project Discussion of Next Steps

**BACKGROUND:**

A Request for Proposals for the Traffic Signal Controller Boxes Art project was released on February 15, 2018 and closed on March 30, 2018. This was the third RFP for this project. The first two RFPs resulted in the Commission selecting artists for three of the six traffic signal controller boxes included in this project. The Commission selected an artist for one additional box at its meeting on May 17, 2018. This leaves two boxes which still do not have a selected artist.

**DISCUSSION:**

Several RFPs have been conducted for this project without resulting in high quality entries for two boxes. These boxes have been assigned the themes of High Tech and Mission Bell by the Commission. The Commission will discuss how it wishes to move forward with the project. The Commission has choices in regards to moving forward with the project:

1. Conduct another RFP for the remaining two boxes without any changes
2. Change the themes of these two boxes and move issue a new RFP
3. Increase the artist remuneration and issue new RFP
4. Move forward with the four boxes which have selected designs and reserve the remaining two boxes for a future round of box beautification
5. A combination of the above
6. A different option not mentioned in this report

**FISCAL IMPACT:**

None

**ATTACHMENTS:**

None



**CITY OF SAN BRUNO**  
**COMMUNITY SERVICES DEPARTMENT**

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**DATE:** July 19, 2018

**TO:** Culture and Arts Commission

**FROM:** Tim Wallace, Community Services Superintendent

**SUBJECT:** Movies in the Park Community Voting and Commission Selection of 2018 Movies

**BACKGROUND:**

Each year the Culture and Arts Commission hosts Movies in the Park every Friday during the month of September. The Culture and Arts Commission selected 10 movies to be voted on by the community on the City website.

**DISCUSSION:**

The final day for public voting was July 15, 2018.

The 10 movies up for voting were:

Paddington 2  
Remember the Titans  
The Incredibles  
Black Panther  
Wonder Woman  
Coco  
Maleficent  
Mary Poppins  
Star Wars: the Last Jedi  
Jumangi – Welcome to the Jungle

Commissioners will be provided the final vote tally at the Commission meeting.

Staff is requesting that the Commission select 4 movies to be screened on the following dates: September 7, 14, 21, and 28 (Family Overnight).

**FISCAL IMPACT:**

None.

**ATTACHMENTS:**

None.



CITY OF SAN BRUNO  
COMMUNITY SERVICES DEPARTMENT

**DATE:** July 19, 2018  
**TO:** Culture and Arts Commission  
**FROM:** Tim Wallace, Community Services Superintendent  
**SUBJECT:** Proposal to Display Art in Storefronts on San Mateo Avenue

**BACKGROUND:**

At the Culture and Arts Commission of March 15, 2018 Commissioner Puccini verbally raised the idea of the Commission coordinating the installation of art in vacant storefronts on San Mateo Avenue. The art would be created by San Bruno school children. It was suggested Commissioner Puccini put her idea in writing so it could be discussed at a future Commission meeting. Commissioner Puccini submitted a proposal letter to the Commission for consideration.

**DISCUSSION:**

The Commission will discuss the proposal in detail. The Commission must consider whether the proposal has merit and whether it is feasible. It must also consider what a finished project would look like. Based on that, the Commission must decide if, upon completion, the project would improve the streetscape of San Mateo Avenue.

In terms of feasibility, if the Commission determines the project has merit, it must determine how the project would be achieved. For example:

- How would coordination between the Commission, schools, and various property owners take place
- What parameters would be placed on the art itself
- What guidance would the schools and children be given before attempting to produce acceptable art
- How would the Commission determine what art to accept as being of sufficient quality to display
- What kind of documents would need to be drawn up and signed by property owners giving the Commission access to the property and permission to display works
- Which commissioners would make the significant time commitment required to see the project to completion

Considering these and other factors, the Commission will need to weigh the merits of the proposed project against the time and effort required to make it a reality.



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COMMUNITY SERVICES DEPARTMENT

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**FISCAL IMPACT:**

None

**ATTACHMENTS:**

Commissioner Puccini's Original Proposal Letter  
Commissioner Puccini's Detailed Proposal

March 15, 2018

To: Members of the Cultural and Arts Commission

From: Judith Puccini

Subject: Student Art in the Windows of shuttered business on San Mateo Ave.

I would like to propose that the Commission make a proposal to the City Council to:

- contact the San Bruno Schools about displaying student art in the windows of empty store fronts
- contact business owners of the empty store fronts about the feasibility of using their windows and having access to the windows while being aware that only a certain percentage of the windows can be covered due to a City ordinance.

The objective would be to beautify the downtown area and bring people to view the art thereby increasing the traffic to our local businesses. This project was used in Redwood City during the recession.

If the project is approved, plans for collecting and installing the art would be developed.



**Initial work:**

The project would need to be approved by the Commission and then forwarded to the City Council for approval.

- **City Involvement:** A new list from the City of properties on San Mateo Ave. and contact information of building owners/managers. I would send letters to the owners for permission and access. I would be willing to write these with a City approved basic format. Having the City draft a document for access to the property would probably be required. City would mail them. Also, there is a City ordinance on the amount of window that can be covered that would need to be reviewed with the project in mind with the proper City department.
- Walking the street and assessing the # of empty store fronts and amount of art needed for each store
- Contacting the schools for the art. I am willing to do this as well. I have worked in all the City schools on art with students.
- Assuming that we would receive some positive responses. I would be willing to work with the managers of the property for access when the windows would be washed (cost involved) and the art hung.
- No art would be acquired prior to permission being granted from property owners

**Items with a cost:**

- Window cleaning (Does the City have workers who do this or would an outside vendor be needed?)
  - Matting material
  - Hanging materials
- I would be willing on assuming these costs as they occur with receipt reimbursement from the Commission

**Selection of art:**

- No theme or parameters would be placed on the art
- Teachers would select the art. This is children's art and should be viewed differently than public art.
- Commission could review the art if they thought it was necessary

**Matting the art:**

- I have a matt cutter and friends who would be willing to help. Matting gives art a more professional appearance so it won't look like refrigerator art; also, it will give stability for hanging.

**Hanging the art:**

- I hope there can be prior access to the sites, to assess the particular needs of a site for suitable hanging materials and number of pieces needed. I would need at least one other person to help with this and have friends who are willing.

**Publicity:**

- Using Patch, Cable, and Nextdoor to advertise placement of art in each storefront

**Commission Involvement:**

- I would welcome other Commissioners involvement but it is not required for this project.